

## **EDITED KSA LISTING**

### **CLASS: SUPERVISING PROGRAM TECHNICIAN III**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

<b>#</b>	<b>Knowledge, Skill, Ability</b>
	<b>Knowledge of:</b>
<b>K1</b>	Advanced knowledge to supervise effectively.
<b>K2</b>	Advanced knowledge of supervisory responsibilities under the Ralph C. Dills Act.
<b>K3</b>	Advanced knowledge of a supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment, which is free of discrimination and harassment.
<b>K4</b>	Advanced knowledge of appropriate laws, rules, regulations, and policies of the State of California and the Federal Bureau of Investigation, governing the Warrant Unit to ensure compliance.

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#	Knowledge, Skill, Ability
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	Skill to:
<b>S1</b>	Skills to plan, organize, direct, and evaluate the work of employees to ensure all employees meet the mission of the unit.
<b>S2</b>	Skills to assess the training needs and provide training to employees to produce trained/ knowledgeable staff to meet the mission of the unit.
<b>S3</b>	Skills to develop staff to broaden their scope of knowledge and abilities to make them more productive employees.
<b>S4</b>	Skills to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act.
<b>S5</b>	Skills to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment as mandated.
<b>S6</b>	Skills to apply appropriate laws, rules, regulations, and policies of the State of California and the Federal Bureau of Investigations governing the departmental Warrant Unit to ensure compliance.
<b>S7</b>	<b>Skills to communicate effectively to staff, other law enforcement entities, public and departmental management to provide information, both verbally and in writing.</b>

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	<b>Ability to:</b>
<b>A1</b>	<b>Ability in operating computer systems to effectively retrieve information from databases.</b>
<b>A2</b>	Ability to handle multiple tasks in order to meet deadlines.
<b>A3</b>	Ability to lift 40 lb.